



HABEAS CORPUS RESOURCE CENTER

303 Second Street, Suite 400 South, San Francisco, California 94107
(415) 348-3800 (415) 348-3873 Fax

EMPLOYMENT OPPORTUNITY

JOB TITLE: LITIGATION SUPPORT ASSISTANT- PARALEGAL TRACK;
HCRC PARALEGAL I/II

JOB REQUISITION: 0516LSAP

DEPARTMENT STATEMENT

The Habeas Corpus Resource Center (HCRC), located in San Francisco, is accepting applications for Litigation Support Assistants (Paralegal Track) and Paralegals.

The HCRC was established as a judicial branch entity to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts. In addition, the HCRC acts as a resource center to outside counsel for the defense of death row defendants. Positions will be filled depending upon the needs of the HCRC and the applicant pool.

RESPONSIBILITIES HCRC Litigation Support Assistant I (Paralegal Track): Litigation Support Assistant I is the entry-level class for applicants interested in becoming a Habeas Corpus Paralegal. Initially under close supervision, Litigation Support Assistants will be assigned to legal teams and will be trained to provide paralegal assistance to case teams. As experience is gained, there is greater independence of action within established guidelines.

HCRC Litigation Support Assistant II (Paralegal Track): Litigation Support Assistant II is the journey-level class of this series, fully competent to independently perform the full range of litigation support duties and interested in becoming a Habeas Corpus Paralegal. Members of this class exercise significant independence in performing a broad range of litigation support duties within general guidelines, but with limited independent decision-making. Employment in this class is restricted to candidates who possess the equivalent of a college degree.

HCRC Paralegal: Under supervision, a Paralegal I assists in performing factual research; locating, assembling, analyzing and coding evidence such as court, social, medical, and legal records; assisting attorneys with development of factual support for claims of relief and preparation for evidentiary hearings; maintaining case files and database information and scanning original documents into a database; operating a computerized system for managing documentation; gathering and tracking litigant information; maintaining integrity of legally relevant documents; working closely with investigators and attorneys to identify issues of concern and gather documentation; identifying, contacting, and providing information to expert witnesses.

HCRC Paralegal II: A Paralegal II independently performs the full range of varied and complex paralegal duties under general supervision.

HCRC Senior Paralegal: An HCRC Senior Paralegal provides lead direction to and reviews the work of assigned staff, and performs the more complex and specialized paralegal duties.

EDUCATION AND EXPERIENCE NECESSARY

Litigation Support Assistant I:

Equivalent to a possession of a bachelor's degree

Litigation Support Assistant II:

Equivalent to possession of a bachelor's degree and one year performing paralegal support.

Additional directly related college level education may be substituted for a portion of the experience

OR One year as a Litigation Support Assistant I.

HCRC Paralegal I: Equivalent to one year of paralegal experience involving complex litigation; OR One year as a Litigation Support Assistant with the HCRC

HCRC Paralegal II: Equivalent to two years of paralegal experience involving complex litigation; OR One year as a Paralegal I with the HCRC.

HCRC Senior Paralegal: Equivalent to three years of paralegal experience involving capital or complex litigation; OR Two years as a Paralegal II with the HCRC. A paralegal certificate, JD degree, or directly related college-level education may be substituted for six months of the required experience.

QUALIFICATIONS

- Knowledge of principles of organizing and summarizing data and information;
- Knowledge of general concepts and principles involved in project assignments;
- Good oral and written communication skills;
- Ability to use tact and discretion in dealing with those contacted in the course of the work;
- Proficiency in the operation of personal computers and the use of specified computer applications, such as word processing, databases and spreadsheets; and
- Principles and techniques of preparing a variety of effective written materials.
- ***All positions require a valid California driver's license***

DESIRABLE QUALIFICATIONS

- Familiarity and interest in mental health issues;
- Experience in defense-related work;
- Familiarity with cultural diversity issues;
- Fluency in oral and written Spanish; and
- Proficiency in legal software and/or document management databases.

HOW TO APPLY

This position requires submission of an official application and response to the supplemental questionnaire – Please apply at: <http://www.hcrc.ca.gov/employment.php>? *Resumes without these materials will not be considered.*

Please refer to HCRC Job Req. **0516LSAP** in all communications, including your application. For earliest consideration, please apply by **Friday, June 10, 2016**. Applications will be accepted before

and after the earliest consideration date, and the position is open for until filled. If you have applied for a position with HCRC previously, you must reapply for consideration.

Recruitment and Selection Procedure

The HCRC uses a lengthy recruitment process. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications. The individuals selected to fill the position will be appointed at a level commensurate with their qualifications.

The Habeas Corpus Resource Center is an equal opportunity employer. The HCRC believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base. The HCRC welcomes all applicants, and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other basis protected by law.

Please Note: If you are selected for hire, the Judicial Council will require verification of employment eligibility or authorization to legally work in the United States.

BENEFIT PACKAGE HIGHLIGHTS

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$120 transit pass subsidy per month
- CalPERS Retirement Plan
- 401K and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

Supplemental Questionnaire
for
LITIGATION SUPPORT ASSISTANT (Paralegal Track) PARALEGAL –
Job Req #0516LSAP

Please complete and send this supplemental questionnaire along with your application.

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Please describe any experience, professional or personal, that you believe make you a strong candidate for this position?
3. Please describe an example of a complex project that you have completed and for which you had primary responsibility.
4. Describe your experience in conducting or assisting with research, gathering information, and/or interviewing.
5. Are you proficient in file and records management? If so, briefly describe the scope and depth of your relevant education and experience.
6. Please describe your proficiency in any languages other than English; proficiency levels in listening, reading, speaking, translating; what type of environments in which you use that specific language; and how you have used it, if applicable, in your past work experience.
7. Are you experienced in performing word processing functions? If so, briefly describe your experience.
8. The following questions refer to your office automation skills. For each computer application listed below, choose your level of proficiency: "Beginner", "Intermediate", "Advanced" or "None."
 - a. Microsoft Word or other word processing software?
 - b. Litigation Support software? Please specify.
 - c. Microsoft Excel?
 - d. Adobe Acrobat?
 - e. Other database or relevant software? Please specify.